



Anthony A. Williams
Mayor

OFFICE OF LOCAL BUSINESS DEVELOPMENT

RECERTIFICATION APPLICATION

- ☐ **Disadvantaged Business Enterprise**
- ☐ **Local Business Enterprise**
- ☐ **Small Business Enterprise**
- ☐ **Enterprise Zone**
- ☐ **Resident Business Ownership**

Business Enterprise	
Address	
City, State, Zip Code	
Contact Name/Title	
Telephone/Fax	
Email/Website	

Company's gross receipts for the last three years:

Year Ending			
Gross Receipts			

List the three largest contracts performed by the company in the last three years:

Contract	Dollar Amount	Date Completed	Prime/Sub Contractor

List the number of employees:

Full-Time	Part-Time	DC Resident(s)	Non-DC Resident(s)

SINCE THE DATE OF YOUR LAST CERTIFICATION/RECERTIFICATION		Yes	No
1	Did the legal structure of the business enterprise change?		
2	Did your business enterprise move?		
3	Have the officers of the business enterprise changed?		
4	Have there been any changes in the business enterprise's stock shares?		
5	Have there been any changes in the ownership or control of the business enterprise?		
6	Have there been any changes in the products or services offered?		
7	Have there been any stock transfer agreements?		
8	Have there been any third party agreements?		
9	Have there been profit sharing agreements?		
10	Is your business enterprise in Good Standing with the Office of Tax and Revenue?		
11	Is your business enterprise in Good Standing with the Department of Consumer & Regulatory Affairs (DCRA)?		

If **YES** is checked for any of the above questions (except #10 and #11), please submit documentation and/or amendments regarding the change(s). All questions must be answered.

DOCUMENTATION REQUIRED	
1	Copy of current business, professional and/or trade license(s) (if applicable).
2	District and Federal tax returns, including all schedules for the past two years (signed).
3	Form UC-30 (Employer's Quarterly Contribution and Wage Report) most recent, if applicable.
4	Lease or deed for the principal office.
5	Waiver application is necessary for business enterprise located outside of the District of Columbia.

Complete and notarize affidavit and submit application to:

Office of Local Business Development
441 4th Street, NW, Suite 970N
Washington, D.C. 20001
Tel: 202-727-3900 - Fax: 202-724-3786

Sworn Affidavit

The undersigned swears that the foregoing statements made as part of this recertification application and submitted (with/without a bid or proposal request) are true and correct and include all material information necessary:

1. To identify and explain the operations of (Name of Company) _____
2. To identify the ownership thereof; and
3. To establish their eligibility for recertification as a Local Business Enterprise, Small Business and/or Disadvantaged Business Enterprise.

Further, the undersigned agrees that if he/she has not already done so, he/she will provide directly to the Local Business Opportunity Commission (LBOC) the LSDBE Self Certification Form and supporting documents as may be required to substantiate the firm's eligibility for certification. This includes cooperation with the LBOC's certification process, and allows the examination of books, records the company at the business location or at any other place, including other companies with which the company conducts its operations. The undersigned understands and agrees that failure to submit the required documentation could render a bid/proposal submitted under D.C. Law 12-268, Equal Opportunity for Local, Small and Disadvantaged Business Enterprises Act of 1998, as amended, null and void. The undersign understands that the District of Columbia Corporation Counsel may bring civil action in the Superior Court of the District of Columbia against a business enterprise (the directors, officers or principals) that it reasonably believes has obtained certification by fraud or deceit or has furnished substantially inaccurate or information to the Commission, which is punishable by a fine of \$100,000. A business enterprise false swearing shall be subject to criminal penalties of not more than \$1,000 and/or imprisoned for not more than one (1) year (Dec. 1, 1982, D.C. Law 4-164, §404.29 DCMR 3976) and possible debarment. If terminated, due to fraud or deceit by the applicant, requiring the government to readvertise or resolicit for products or services, the undersigned will be held liable for the additional expenses incurred by the government.

If, after filing this document there are any changes (during the term of the certification) in the information submitted herein, the undersigned will notify in writing the Local Business Opportunity Commission of the change within 30 days.

Sign only in the presence of a Notary Public

Name of Company _____

Signature _____ Title _____

Name (please print) _____

Sworn to and subscribed before me this _____ day of _____, 20____

Before me personally (name of Notary Public) _____

Please Print

City of _____ State of _____

Notary Signature _____ Commission expires _____